



DEPARTMENT OF THE ARMY
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE
CMR 408
APO AE 09182

AETV-GW-CO

28 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 69th ADA Brigade Command Policy Letter 4, Equal Opportunity (EO) Complaint Procedures

1. The complaint process plays a major role in implementing the EO program. AR 600-20 paragraph E1 defines equal opportunity complaints as a processing system, which "...addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin." All personnel must encourage soldiers to use their chain of command to resolve grievances. Commanders, with the assistance of noncommissioned officers, will ensure their soldiers are fully aware of the procedures for obtaining redress of complaints including those against the chain of command.
3. The Commander who receives an informal or formal EO complaint will follow the complaint procedures in AR 600-20 Appendix E for military personnel or AR 690-600 for civilian personnel
4. The Brigade Equal Opportunity Office is available to commanders, staff, and supervisors as well as soldiers to assist them in proper steps for resolving complaints. The Equal Opportunity Office will utilize the chain of command to the maximum extent in resolving EO problems.
5. In all instances, the chain of command is the primary channel through which complaints are resolved. With regard to EO grievances, the primary function of the EO staff is to ensure that the grievance is forwarded to the appropriate level of the chain of command, is monitored, and that proper redress is given to the complainant.
6. This policy applies to all who assigned or attached to this brigade, to include DoD civilian employees. It is directive in nature. Thus, commanders will ensure soldiers and DoD employees assigned to their command understand this policy as soldiers and employees are subject to punitive action if violated.
7. A copy of this letter will be posted on all unit bulletin boards.
8. **"TEAM OF WINNERS!"**

R. KIRK LAWRENCE
COL, AD
Commanding

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